



**CITY OF YPSILANTI**  
 BUILDING DEPARTMENT  
 One South Huron, Ypsilanti, MI 48197  
 Phone (734) 482-1025 ♦ Fax (734) 483-7444  
 www.cityofypsilanti.com

**Non-refundable fee:  
\$25**

Date: \_\_\_\_\_

**SIDEWALK SIGN APPLICATION**

§122-866(d)(3)

**Applicant**

Business Name:		Business Address:	
Contact Name:			
Address:			
City:		State:	Zip:
Phone / Fax:		E-Mail:	

**Check the following as completed (ALL of the following must be submitted with application)**

Submit this completed application with the fee to the Ypsilanti Building Department for review and evaluation.			
Attach sketch of planned location for sign, including dimensions. <b>The location of the sign must allow for a five-foot wide unobstructed path of travel for pedestrians, not block any entrances, exits, or windows of adjacent buildings, and not block any other public fixtures such as fire hydrants or parking meters.</b>			
Attach current Certificate of Insurance, naming City of Ypsilanti as additional insured for commercial liability coverage in an amount of not less than \$1,000,000 general aggregate.			
Insurance carrier name:		Policy Number:	Expiration Date:

**Signature**

I hereby attest that the above information is accurate and I am authorized to make this application. I and those I represent agree to indemnify and hold harmless the City of Ypsilanti, its officers, and employees, from any loss, liability, or damage, including expenses and costs, for bodily or personal injury, and for property damage sustained by any person as a result of the installation, use, and/or maintenance of a sidewalk sign within the City, including loss of or damage to the sign itself.			
Signature:			Date:
Print Name:	Building Dept Approval: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Reviewed By:	Date:

This is one in a series of Fact Sheets provided by the Planning & Development Department for the purpose of assisting property owners and building contractors in undertaking projects requiring zoning approval.

This Fact Sheet is not a substitute for the Zoning Ordinance, but is intended to address common questions. For further information, see the Zoning Ordinance or contact the Planning & Development Department at 734-483-9646.

Visit City Hall, or the City's website at <http://www.cityofypsilanti.com> for more information.

**The following guidelines provide some basic information regarding sidewalk signs in the City of Ypsilanti.**

**Ordinance Reference:** Sec. 122-866 (c)

**Permit required:** Sidewalk sign permit

**Duration Limitations:** One calendar year

**What is a sidewalk sign?** A sidewalk sign is a temporary sign that is placed within the right-of-way but not affixed to the ground. It may be 6 square feet per side, unless it is made of decorative wood or metal—then it may be 8 square feet per side.



*T-Frame Sidewalk Sign*



*A-Frame Sidewalk Sign*

**What do I need to do to apply for a sidewalk sign permit?** You must submit the following to the Building Department:

- A completed Sidewalk Sign application
- \$25 non-refundable fee

**What are the rules governing sidewalk signs?**

- Each business is permitted one sign, to be placed on the sidewalk adjacent to the business.
- A clear path of travel **at least 5 feet wide** must be maintained on the sidewalk at all times.
- Signs can only be displayed during business hours.